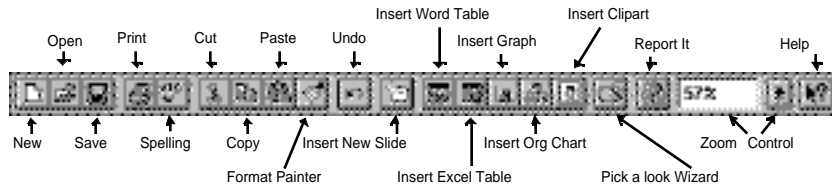
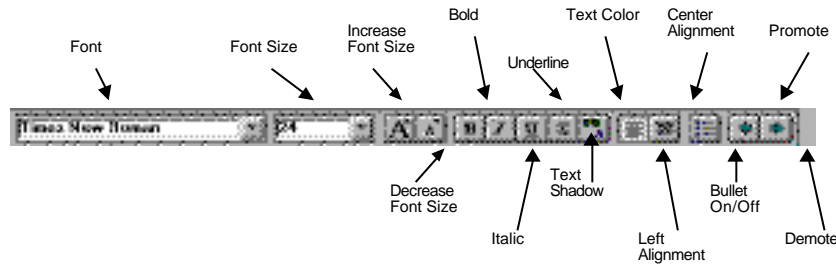


Microsoft PowerPoint

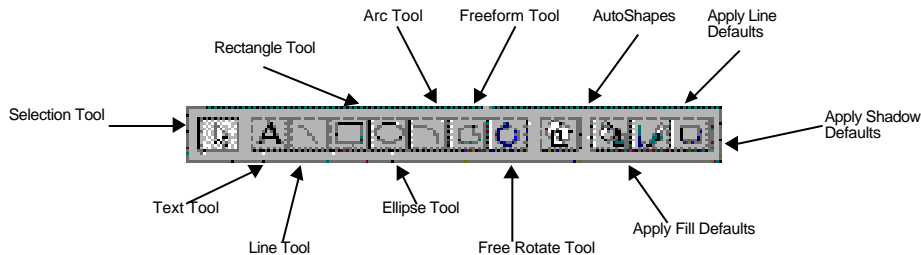
The *Standard Toolbar* contains icons for frequently used commands. The icons change when different views are selected.



The *Formatting toolbar* contains buttons for adding character formatting, such as boldface, italics, underline, font size, shadows and colors, and for setting paragraph alignment & bullets.



The *Drawing toolbar* allows you to add and arrange picture objects. It contains buttons for drawing shapes, filling and reshaping.



Open a New Presentation	Select the File menu, then Open . Select the file to be opened, then click OK .
Create a New Presentation	Select the File menu, then New . Choose the presentation type you would like, then click OK . (If you choose Template or Blank Presentation, you will be prompted to choose a layout of slide you would like to use. Select the slide layout, then click OK .)

Helps you determine the content and organization of your presentation.

Helps you determine the look & feel of your presentation

Template that determines the color scheme, fonts, and other design features

Blank presentation with all color schemes, fonts, & other design features set to the default

Uses the format of an existing presentation



Insert a New Slide	Select the Insert menu, then New Slide .
Format Fonts	Select the text you would like to have formatted. Select the Format menu, then Font . Choose new font settings, then click OK .
Move Text	Select the box around the text, then drag to a new location.
Delete a Slide	View the slide to be deleted. Select the Edit menu, then Delete Slide .